

PARK(ing) DAY 2016 GUIDELINES

PARK(ing) Day happens once a year, on the third Friday in September, and is an opportunity for people to temporarily turn on-street parking spaces into public places. This [international event](#) raises awareness about the importance of a walkable, livable, healthy city and helps people re-think how our streets can be used. This document explains the City of Coral Gables requirements for this event.

Any use of the right-of-way, including the use of on-street parking spaces for PARK(ing) Day, requires a permit. But don't worry, we've created a special type of free permit to make it easy for you to participate if you partner with The City of Coral Gables. Your temporary park will need to meet all of the requirements outlined below, and you must submit your application no later than September 2 to manderson@coralgables.com

APPLICATION

You need to submit a site plan for your park so that we know what you're planning. This doesn't need to be fancy and it's okay if you're not an engineer, architect or artist! The site plan should be based on the PARK(ing) Day Application and must include:

- Location description of parking space(s).
- Description of parking space(s) location.
- Height of items and setback dimensions from curb
- Barrier (e.g., planters or barricade) placement

PARK(ing) DAY APPLICATION																									
PARK NAME/THEME (optional):	DATE:																								
CONTACT:	EMAIL:																								
	PHONE:																								
<p>Items and Activities: Please check the boxes that describe the activities and items that you expect to have in your proposed park. If they are not included on the list please describe them below. Refer to the PARK(ing) DAY Guidelines for more information about allowed activities and items.</p> <table border="0"> <tr> <td><input type="checkbox"/> RELAXING</td> <td><input type="checkbox"/> EXERCISE</td> <td><input type="checkbox"/> BENCH</td> <td><input type="checkbox"/> BOARD GAMES</td> </tr> <tr> <td><input type="checkbox"/> GAMES</td> <td><input type="checkbox"/> SPORTS</td> <td><input type="checkbox"/> RUGS</td> <td><input type="checkbox"/> BIKES</td> </tr> <tr> <td><input type="checkbox"/> ART</td> <td></td> <td><input type="checkbox"/> PLANTS/TREES</td> <td></td> </tr> <tr> <td><input type="checkbox"/> MUSIC</td> <td></td> <td><input type="checkbox"/> TABLES</td> <td></td> </tr> <tr> <td><input type="checkbox"/> EDUCATION</td> <td></td> <td><input type="checkbox"/> TURF</td> <td></td> </tr> <tr> <td><input type="checkbox"/> EATING</td> <td></td> <td><input type="checkbox"/> BOOKS</td> <td></td> </tr> </table>		<input type="checkbox"/> RELAXING	<input type="checkbox"/> EXERCISE	<input type="checkbox"/> BENCH	<input type="checkbox"/> BOARD GAMES	<input type="checkbox"/> GAMES	<input type="checkbox"/> SPORTS	<input type="checkbox"/> RUGS	<input type="checkbox"/> BIKES	<input type="checkbox"/> ART		<input type="checkbox"/> PLANTS/TREES		<input type="checkbox"/> MUSIC		<input type="checkbox"/> TABLES		<input type="checkbox"/> EDUCATION		<input type="checkbox"/> TURF		<input type="checkbox"/> EATING		<input type="checkbox"/> BOOKS	
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<p>Location: Please identify the space(s) you want to use. In areas with paid parking, you can find the parking space numbers for your park location on the round metal plate bolted to the sidewalk. Include those numbers on your site plan and below. In areas with unpaid parking, describe as accurately as you can the location of the park. Include the addresses of the businesses or homes in front of your park. Parks may extend into a Load Zone with permission from the adjacent business owner(s).</p> <table border="1"> <tr> <td> <input type="checkbox"/> PAID PARKING REQUIRED: list the space numbers (more information in the Guidelines) _____ _____ _____ </td> <td> <input type="checkbox"/> UNPAID PARKING _____ _____ _____ </td> </tr> </table> <p>REQUIRED FOR PAID AND UNPAID: Description of park location: _____ _____ _____</p> <p>ADDRESS ADJACENT TO: _____</p>		<input type="checkbox"/> PAID PARKING REQUIRED: list the space numbers (more information in the Guidelines) _____ _____ _____	<input type="checkbox"/> UNPAID PARKING _____ _____ _____																						
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SUBMIT APPLICATION TO: JOSHUA.SAITELBACH@SEATTLE.GOV																									

<p>SITE PLAN: TOP VIEW</p>	<p>USE A MIN. OF SEVEN (7) 36" POSTS TO PROTECT SPACE ON ARTERIAL STREETS. USE A MIN. OF FIVE (5) ON NON-ARTERIAL STREETS.</p>
<p>SECTION: SIDE VIEW</p>	<p>Plan must include:</p> <ol style="list-style-type: none"> Location description of parking space(s). Items to be placed in or activity to occur in parking space. Height of items and setback dimensions from curb. Barrier (e.g., cones or posts) placement. <p>Please take a look at the PARK(ing) DAY Guidelines for an outline of appropriate activities and items for your park. If you have any questions about the application or PARK(ing) DAY please contact: Joshua.Saitelbach@Seattle.gov or call (206) 733-9970</p>
<p>NOTES</p> <p>1. Parks can be located in spaces with time restrictions, but you must strictly adhere to the hours listed.</p>	
SUBMIT APPLICATION TO: JOSHUA.SAITELBACH@SEATTLE.GOV	

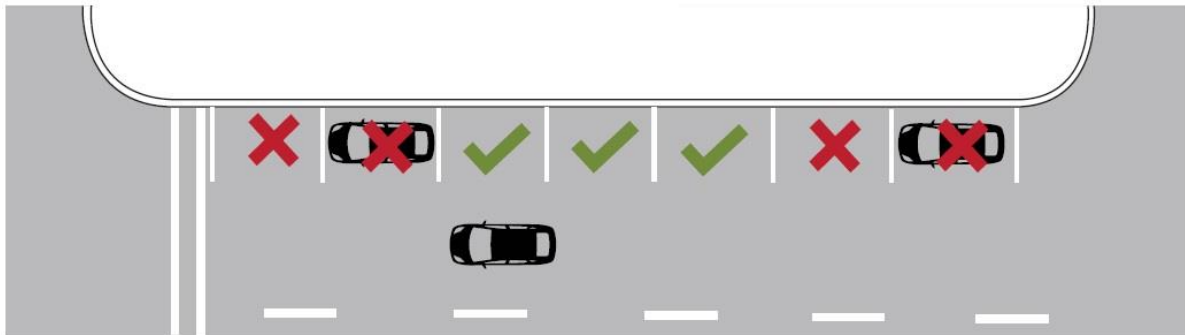
PARKING SPACE RESERVATIONS

There are four steps you need to take to reserve your parking spaces:

- 1) Identify the space(s) you want to use. You'll need to provide this information in your application. The parking space number is identified on the meter pole. If the parking space does not have a meter, describe as accurately as possible, the location of the space, including the closest address.
- 2) Talk to adjacent property/business owners and let them know what you are planning. Let them know how many spaces you will use, when you will use them and what they can expect to see in the space.
- 3) The City's Parking Department will reserve the space for you by placing bags or barricades in place.
- 4) Verify that your space has been reserved by (DATE/TIME)

DESIGNING YOUR PARK

Choose your PARK(ing) spaces carefully! Do not choose a commercial loading zone, disabled parking zone or a space that only allows pick-up and drop-off parking. If you chose an arterial street (typically a major thoroughfare), your park must occupy at least two adjacent parking spaces. Non-arterial streets require only one parking space per park. All parks should be located away from the end of a block with a "buffer" of at least two parking spaces on either side. This means that you CANNOT build your park in the first two or last two parking spaces closest to the end of the block.



SEPERATION FROM TRAFFIC

Barriers are required to mark the boundaries of your park and clearly identify the edge of the traffic lane and adjacent parking spaces. The barriers must be at least 36" tall. Large planters will be considered. Your park must stay within its approved parking space(s).

HOURS OF OPERATION

Your park can be open between 7:00 am and midnight. All set-up and tear down must happen within these hours, however, upon review of application, Public Works may further restrict set-up and tear down times based on rush hour traffic.

MAINTAINING MOBILITY

As you're setting up and taking down your park, remember to keep the sidewalk and the travel lanes clear. All loading and unloading activities must ensure pedestrian and vehicle mobility. And throughout the day, remember that the pedestrian walkway must be kept clear. Activities in your park shouldn't distract motorists, either.

Additionally, to make sure that your park doesn't impede sight lines, keep anything taller than 3 feet within 4 feet of the curb. That means umbrellas, tall plants, and giraffes (just in case...) need to stay closer to the curb than to the travel lane. Nothing taller than 3 feet can abut the edge of the traffic lane. See PA RK(ing) Day Application for more information.

ACTIVATING THE PARK



Allowable Items and Activities

We encourage you to try out some of these items and activities to help make your park a comfortable and inviting space (see Attachment A for height and setback requirements):

- Sod material (over tarp) and potted plants
- Tables, chairs, or benches
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpets, blankets, or similar surface coverings
- Freestanding umbrellas adjacent to the curb
- Informative signs or displays



Restricted Items and Activities (this is not an exhaustive list)

We want you to have fun in your park, but we want to keep everyone safe, too. This list isn't intended to be discouraging. If you have questions about why you can't do or use anything listed below, feel free to drop us an email (manderson@coralgables.com).

Anything that may pose a distraction to drivers is prohibited:

- Banners
- Balloons, flashing lights, or other similar objects
- Canopies or free-standing tents

The following items or activities may be a nuisance or pose a safety hazard to neighboring businesses or residents and are therefore prohibited:

- Sidewalk storage or overflow of activities onto sidewalk
- Charcoal grills
- Vending or merchandise display
- Amplified sound
- Alcoholic beverages or food service





PARK(ing) DAY 2016 APPLICATION

DATE: _____

PHONE: _____

APPLICANT: _____

EMAIL: _____

Items and Activities: Please check the boxes that describe the activities and items that you expect to have in your proposed park. If they are not included on the list please describe them below. Refer to the PARK(ing) Day Guidelines for more information about allowed activities and items.

ACTIVITIES:

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Eating | <input type="checkbox"/> Exercise |
| <input type="checkbox"/> Art | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Music | <input type="checkbox"/> Education |
| <input type="checkbox"/> Relaxing | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

ITEMS:

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Bench | <input type="checkbox"/> Board games |
| <input type="checkbox"/> Rugs | <input type="checkbox"/> Bikes |
| <input type="checkbox"/> Plants/tress | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Turf | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Additional description: _____

Location: Please identify the space(s) you want to use. In areas with paid parking, you can find the parking space numbers for your park location on the meter pole. Include those numbers on your site plan and below. In areas with unpaid parking or multi-space meters, describe as accurately as you can the location of the park. Include the addresses of the businesses or homes in front of your park.

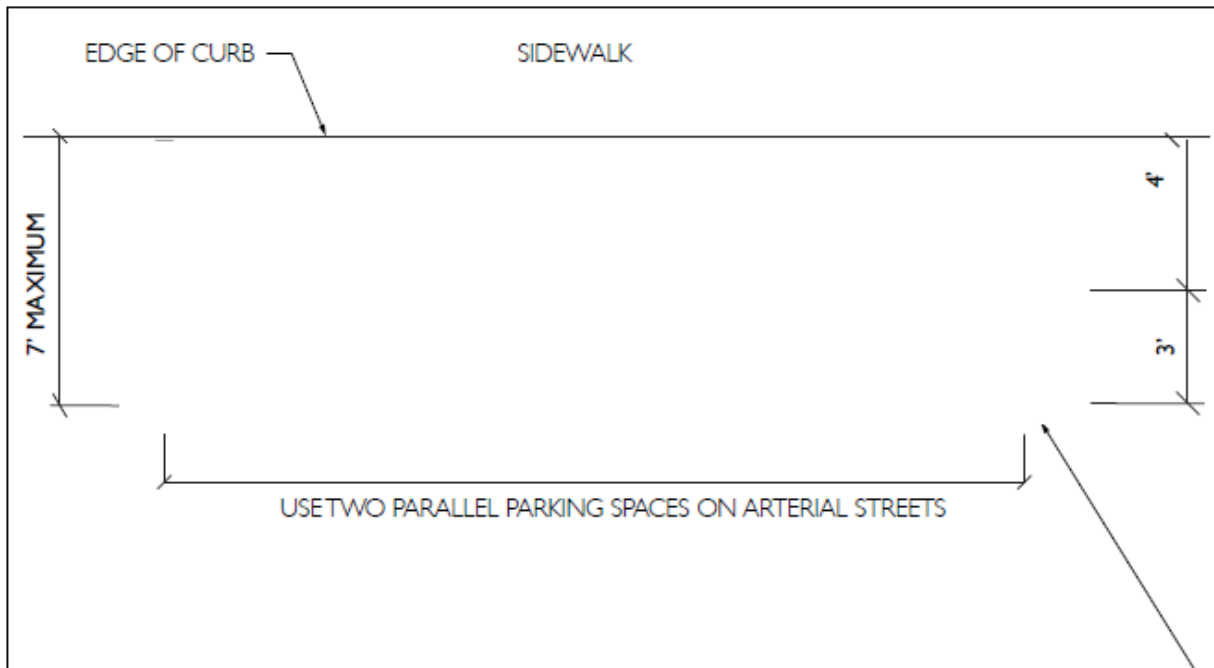
Space Number: _____ AND/OR Nearest address: _____

Communication:

I, _____ (Applicant), have notified adjacent property/business owners, located at _____ that I plan to participate in Park(ing) Day 2016. I've advised that I am requesting use of _____ spaces and the times/date of use.

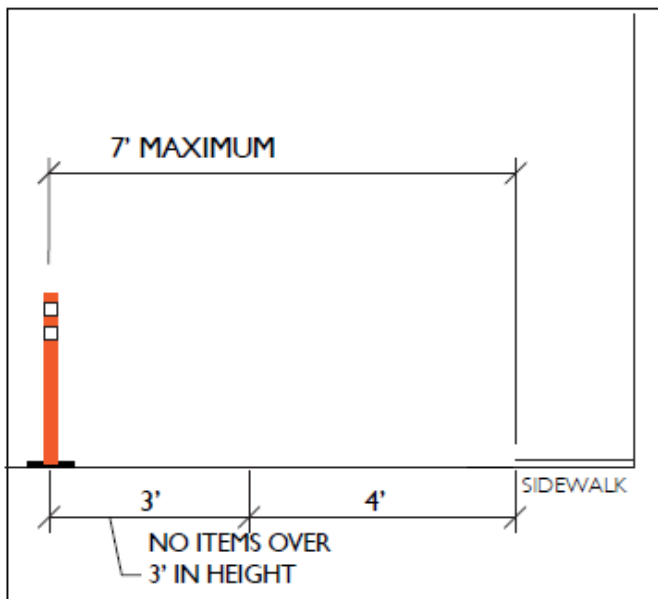
PLEASE SUBMIT APPLICATION TO MANDERSON@CORALGABLES.COM

PARK(ing) 2016 DAY SKETCH



SITE PLAN: TOP VIEW

Indicate type of 36"
(minimum height)
barricade.



SECTION: SIDE VIEW

PLAN MUST INCLUDE:

- A) Location description of parking space(s).
- B) Items to be placed in or activity to occur in parking space.
- C) Height of items and setback dimensions from curb.
- D) Barrier

Please take a look at the **PARK(ing) DAY Guidelines** for an outline of appropriate activities and items for your park. If you have any questions about the application or PARK(ing) DAY please contact:

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